

# Memorial Dance Center

## POLICY & PROCEDURE GUIDE



2025-2026

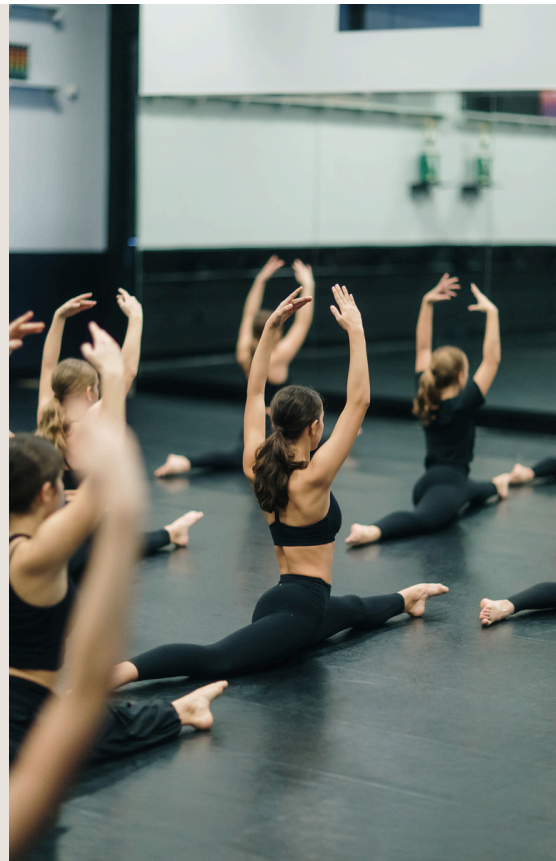
# WELCOME TO MEMORIAL DANCE CENTER



At MDC, we pride ourselves on enthusiasm, professionalism and dedication to our students. Please refer to this guide regarding our policies and procedures to ensure a smooth and enjoyable experience for all. Thank you for enrolling at MDC!

## REGISTRATION

Registration requires the completion of a registration form, payment of a registration fee and your signature on our enrollment agreement. The registration fee is annual - from August of this year through recital in May.





# TUITION

Tuition is due on the 1st day of every month. If you pay before the 1st of the month or have a credit card on file, you will receive a \$5 discount. Tuition is the same each month and does not change due to holidays. Credit card accounts can be updated through the office or the online parent portal.

A \$5 late fee will be applied to all unpaid tuition invoices on the 7th of the month. An additional \$5 fee will accrue every seven (7) days thereafter. Please note that dancers will not be permitted to attend class after the 14th unless the account balance is paid in full.

# MISSED CLASSES

For each child's safety as well as that of our instructors, we cannot allow sick children to attend class. If you know in advance that your dancer will miss class, please contact the office to schedule a make-up class. No make-ups will be allowed March-May.



# WITHDRAWAL

To withdraw from a class, we require one month's written notice via email. The withdrawal will take effect starting the following month.

To withdraw from all classes, a Termination of Enrollment Form must be submitted by the 15th of the month. The termination will take effect the month after the form is received.

# Parent Portal

In our parent portal, you will be able to find your dancer's class schedule, make payments, update your credit card information, and view your child's attendance history. If you have multiple dancers in your family, everything is linked to one account.

Website: <https://compudance.com/ParentPortal/?cKey=MEM5700>

Your login is your main guardian's email address

Your temporary password is Dance#16

*\*You may go to My Account to change your password.*

In the Student section, you will be able to update your address, email, and phone number. This section will also display the classes your dancer is enrolled under the Class Details portion on the right.

You can make a payment, update your credit card information and find a list of paid and unpaid invoices in the Billing & Payments section of the portal. If you completed a Credit Card Authorization Form during registration, you are enrolled in Automatic Payments. This means that your credit card will be charged on the day the invoice is due unless you make other arrangements with the studio.

*\*Please note that due to current registration processes, most registration fees and August tuition were manually billed and are currently being posted in our online system. This paid invoice will be available for viewing in the portal by August 1st. Moving forward, all invoices will be available for viewing once billed. We will not be able to read the full account information if a payment change is made through the online portal. All credit card account information entered online will be stored directly into the credit card processor's vault, Nelnet.*

In addition to sending information by email and posting on our website, we will also post the information under the Documents section.

If you would like to make changes to your dancer's class schedule or remove your family from Automatic Payments, please email the office at [info@memorialdance.com](mailto:info@memorialdance.com).

2025-2026

# Calendar

## STUDIO HOURS

### School Year

Monday-Thursday: 3pm-9:30 pm

### Summer

Monday-Friday: 9am-4pm

- August 9- MDC Meet & Greet
- August 11- Classes begin
- September 1- Closed for Labor Day
- September 15-18- Open Curtain Week - Part 1
- September 22-25- Open Curtain Week - Part 2
- October 15- Recital Fee Due
- October 20-23- Recital Costumes Ordered - No Classes
- October 27-30- Costumania
- November 24-27- Closed for Thanksgiving
- December 8-11- Recital Class Winter Showcase (schedule TBA)
- December 15-January 4- Closed for Holiday
- January 5- Classes Resume
- January 19-22- Open Curtain Week - Part 1
- January 26-29- Open Curtain Week - Part 2
- February 9-12- Recital Costumes handed out
- February 16-20- Recital Costume Check & Pictures - No Classes
- March 9-12- Closed for Spring Break
- April 20-21- Recital Tech Rehearsals
- May 11- Recital Programs available for pick up
- May 30- Recitals



# Dress Code

Please note that dancewear and dance shoe sizing differ from standard streetwear. For proper fit and safety, dance shoes should be purchased in person at a dancewear store with your dancer present—not online. For the safety of all students, dance shoes purchased from Amazon will not be permitted.

We proudly offer dancewear and shoes at our on-site store, Memorial Dancewear, conveniently located in the Echo Lane Shopping Center between Kroger and Walgreens.

## *Additional Reminders:*

- Dancers must arrive and leave the studio wearing street shoes. Dance shoes should only be worn inside the classroom to protect the floors and preserve shoe condition.
- Hair must be secured in a ponytail or bun for all classes.
- Jewelry is not allowed, with the exception of small stud earrings. This includes wearable tech such as Fitbits and Apple Watches.
- All dancers must be potty-trained.

Thank you for your cooperation in helping us maintain a safe and professional dance environment!

## **BALLET AND CREATIVE MOVEMENT**

- Leotard (any style or color)
- Pink tights (pulled over toes)
- Pink leather ballet shoes (2.5 year olds-3<sup>rd</sup> grade) or canvas ballet shoes (4<sup>th</sup> grade and older)
- Dancers 4th grade and older must wear a bun
- Boys - Preschool & Kindergarten - white short-sleeved shirt, black shorts, black socks & black leather ballet shoes
- Adult dancers may wear leggings and a fitted athletic top.

## **JAZZ & DRILL TEAM**

- Leotard & tights or any other dance/athletic clothing that is form-fitting
- Crop tops are okay
- Bike shorts and shorts with a liner may be worn. No flutter or butterfly shorts.
- Jazz shoes
- Hair should be worn in a ponytail
- Boys - Athletic top & knee-length shorts or athletic pants

## **TAP - SAME AS JAZZ**

- Combo Classes- Capezio Jr. Tyette tap shoes in black patent leather
- 1st Grade- Capezio Shuffle or Jr. Tyette tap shoes in black patent leather
- 2nd Grade & older- Capezio Cadence tap shoes in black
- Boys- Capezio Cadence tap shoes in black

## **CONTEMPORARY - SAME AS JAZZ**

- Canvas pirouette shoes

## **HIP HOP**

- Jazz shoes or non-slip-on tennis shoes may be worn
- In addition to the jazz dress code, dancers may wear t-shirts or sweatpants.



# Observation

We will hold one Open Curtain Week in the Fall and one in the Spring where you can view your child's class.

## **OPEN CURTAIN PART ONE**

Classes held in studios 1, 3, 5 & 6

September 15-18

January 19-22

## **OPEN CURTAIN PART TWO**

Classes held in studios 2 & 4

September 22-25

January 26-29

We will hold an in-studio Winter Showcase for parents of Recital class dancers the week of December 8-11th. Your dancer will perform on their normally scheduled dance day; however, performance times may vary.

An exact schedule will be included in the November Newsletter.



## Drop-Off & Pick-Up

We're thrilled to share that our summer renovations are now complete, and the studio and store are officially connected! While this new layout brings added convenience, safety remains our top priority.

To ensure we always know who is in the building:

- Dancers must continue to be dropped off and picked up at their assigned entrance. Walk-throughs between the studio and store sides will not be permitted.
- If a parent wishes to walk through to the other side, please speak to the staff member at the desk so they can notify the manager on the other side.

Entrance Guidelines:

- Studios 1-4: Use the main entrance on Gaylord (studio side)
- Studios 5 & 6: Use the Memorial Dancewear entrance (store side)

Room assignments are posted on our website—please check them carefully so you know whether your dancer's drop-off and pick-up will be on the studio or store side.

### AGES 2.5 YEARS-1ST GRADE

- Dancers should be walked to the front door by an adult.
- Please form a line along the side of the building beginning at the bottom of the ramp.
- Dancers will be admitted into the building five minutes before their class start time.
- Parents will separate from their dancer at the top of the ramp.
- An adult will need to park and walk into the building five minutes before class end time to pick up their dancer.

### AGES 2ND GRADE & OLDER

- Dancers are to be dropped-off at the door and enter the studio independently.
- Dancers should not arrive earlier than five minutes before their class start time.
- Parents will enter the parking lot, traveling westbound, to pick up their dancer.
- Dancers are to wait inside the building until they see their ride at the door.



# Recital

MDC holds an annual Recital. Performing in the Recital is optional; however, we assume your child is participating unless you give advanced written notice.

## RECITAL FEES

- All dancers participating in Recital must pay the Recital Fee by the date listed in the calendar to receive the discounted rate.
- The Recital Fee is non-refundable.
- Fees will pull automatically if there is a card on file.

## COSTUMES

- A costume is required for each dance style taught for every class.
- Students will be measured in class in September.
- Full payment will be due at the time of ordering in October.

## REHEARSALS

- One tech rehearsal will be held in preparation for the Recital.
- This rehearsal is mandatory for participation in Recital.



## CONTACT INFO

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Website : [www.memorialdance.com](http://www.memorialdance.com)



@memorialdancecenter